



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date December 11, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: DEC 19 1972 Application No.: 453 Date Completed: DEC 22 1972			
2. Agency Application No. 89							
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection - Consumer Protection Sec 19 Hunter Street, S.W. Atlanta, Georgia			4. Person to Contact Raymond Summerlin <i>RS</i>				
			5. Working Title Director		6. Tel. No. 656-3622		
7. ACTION REQUESTED TO REPLACE APPLICATION # 117 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series 1956 to date		9. Exact Series Title Licensed Food Firms Files. (This replaces Application No. 117)					
10. What is the function of the office in which this record series is created? This Section administers the Georgia Food Act of 1956, providing for the inspecting of all food handling firms facilities and food items offered for sale. It receives applications for the licensing of food processing plants, wholesale food warehouses, and retail food stores; issues license, if applicant is qualified; inspects food firms facilities and its products for compliance; suspends licenses for causes; collects samples of food items offered for sale for laboratory analysis for quality and quantity of the product; reviews food product labels for conformity to rules and regulations; issues withhold from sale on food items suspected of being out of compliance; and issues abatement orders for unsanitary conditions of firms facilities.							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the issue of permanent license to food processors, wholesalers, and retailers to handle or sell food in Georgia and the inspection and regulation of these firms. Included are: SEE ATTACHED LIST. The file is arranged alphabetically by licensee. ATTACH SAMPLES OF THE FILE							
12. EQUIPMENT OCCUPIED		No. of Drawers	Sq. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Sq. Ft. of Records
Letter-size File Drawers		48	70	FLOOR SPACE OCCUPIED (Square Feet)		8	12
Legal-size File Drawers				AVERAGE DAILY REFERENCED		In Office(s)	In Storage Area(s)
						This Year's	Last Year's
						Preceding Year's	All Prior Years
						5	2

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published? [] ☒ []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
Application is good as long as firm remains in business.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [] []

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Application is good as long as firm remains in business.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER See Below, then:

- ☐ Hold in the current files area month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

Upon termination or revocation ^{of} license place the folder in the inactive file. For those firms whose license remains valid, at the end of each calendar year place all but the original application and evidence of any pending litigation in the inactive file, then; cut off the inactive file at the end of each calendar year, then; hold in the current files area 1 year, then; destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i>	Date 12-11-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Liles</i>	12-11-72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	12-20-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	12-15-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Shell</i>	12-24-72

STATE RECORDS COMMITTEE